APPENDIX

2004 — 2005

TCAP

Accommodations

TCAP ACHIEVEMENT – ACCOMMODATIONS

(Addendum to the IEP or 504 Service Plan)

Student's Name	(Check One) 🛘 IEP / 🗖 504 Plan	Date//	
	Allowable Accommodations		

LARGE P	RGE PRINT OR BRAILLE							
□ Y □ N	Large Print	\square Y \square N	Readers (IEP C	Only)	ΙΥ□Ν	Braille (with or without audio)	□Y□N	Readers (IEP Only)
ORAL INS	STRUCTIONS	DELIVER	Υ					
□ Y □ N	☐ N Sign Oral Instructions Verbatim				l Yes □ N	o Re-read/sign Oral Instructions Ve	erbatim	
CALCULA	CALCULATOR/MATHEMATICS TABLES(Items not measuring computation)							
□Y□N	See Teacher	Directions fo	r specified subse	ctions				
FLEXIBLE	SETTING							
□ Y □ N	Individual	\square Y \square N	Small Group	□Y□N	Study	Carrel/ "Other"	□Y□N	Out of School (Homebound only)
VISUAL/T	VISUAL/TACTILE AIDS							
☐ Y ☐ N Magnification Equipment					NΩΥΙ	Templates, Masks, Pointers, Abacus		
AUDITOR	UDITORY AIDS							
OYON	N Amplification				NΩΥΙ	Noise Buffer		
MULTIPLE TESTING SESSIONS								
OYON	Must be com	pleted within	the school day					
FLEXIBLE	SCHEDULI	ING						
□ Y □ N	Flexible Sche	eduling of Sul	otests (within allo	tted time)	OYO	N Flexible Time of Day		
SCRIBE/F	RECORDING	ANSWERS	;					
□Y□N	Student recor	rds answers i	n Test Booklet	□Y□N	Answ	ers Recorded by Scribe		
□Y□N	□ Y □ N Student records answers on separate sheet of paper							
MARKING	IN TEST BO	OKLET						
□Y□N	Student highl	ights/marks/\	vorks problems ir	test bookl	et (May no	ot be used on the Achievement Test in	grades K—3.)
STUDENT	READS ALC	OUD TO SE	LF					
□ Y □ N	Requires Indi	vidual Setting	9			·		

Special Accommodations

			ppeciai Ac	commodations		
	Accommodations	Docume Verific IEP	entation cation 504	Required Conditions for Accommodations	Notations	
A	Extended Time	☐ Yes ☐ No	□ Yes □ No	▶ IEP or 504 Plan documenting consistent use in classroom instruction and testing	Extended Time limits determined by IEP or 504 Team Flexible Setting required Flexible Scheduling required	
В	Read Aloud Internal Test Instructions/Items	□ Yes □ No	☐ Yes ☐ No	IEP: May be used on all tests/subtests consistent with subject area accommodations 504: May be used on tests/subtests not measuring reading/language arts and consistent with subject area accommodations	Flexible Setting – Individual or Small Group required Flexible Scheduling considered Extended Time considered Instructions/Items must be read verbatim	
С	Prompting Upon Request	□ Yes □ No	□ Yes □ No	IEP: May be used on all tests/subtests consistent with subject area accommodations 504: May be used on tests/subtests not measuring reading/language arts and consistent with subject area accommodations	Flexible Setting – Individual or Small Group required Flexible Scheduling considered Extended Time considered Instructions/Items must be read verbatim	
D	Interpreter Signs/Cues Test	□ Yes □ No		▶ IEP documenting Hearing Impairment/Deafness and consistent use in classroom instruction and testing	Flexible Setting – Individual or Small Group required Extended Time considered Interpreter guidelines must be followed	
E	Student Reads into Audio Recorder: Plays Back Immediately to Self	☐ Yes ☐ No	□ Yes □ No	▶ IEP or 504 Plan documenting consistent use in classroom instruction and testing	Flexible Setting – Individual Flexible Scheduling considered Extended Time considered Special handling instructions	
G	Calculator/Mathematics Tables: 100% Mathematics	☐ Yes ☐ No		▶ IEP documenting consistent use in classroom instruction and testing ▶ Documented use in 100% mathematics	 Flexible Setting required Flexible Scheduling considered Memory cleared prior to/after test 	
Ħ	Manipulatives	□ Yes □ No	☐ Yes ☐ No	▶ IEP or 504 Plan documenting consistent use in mathematics classroom instruction and testing	 Flexible Setting considered Student familiarity with Manipulatives required Manipulatives provided by school 	
Ī	Assistive Technology	☐ Yes ☐ No	□ Yes □ No	IEP or 504 Plan documenting consistent use in classroom instruction and testing Necessary for post-school success	Flexible Setting considered Flexible Scheduling considered Student familiarity with AT required	
K	Unique Adaptive Accommodations	☐ Yes ☐ No	☐ Yes ☐ No	▶ IEP or 504 Plan documenting consistent use in classroom instruction and testing	DOE Approval Required per UAARF See guidelines	

Accommodations must be recorded on the student's answer document.

TCAP WRITING - ACCOMMODATIONS

(Addendum to the IEP or 504 Service Plan)

Studen	Student's Name				(Cr	neck O	ne) 🛭 IEP / 🗀	3 504 Plan	D	ate	_/	_/
				Allov	wak	ole A	ccommod	dations				
LARGE PRII	NT OR BRAIL	LE.										
OYON	Large Print	□Y□N	Readers (IEP 0	Only)	١٦	/ □ N	Braille (with or	without audio)	□Y□N	Readers	(IEP On	ly)
ORAL INSTRUCTIONS DELIVERY												
☐ Y ☐ N Sign Oral Instructions Verbatim				ΠY	□N	Re-read/sign O	ral Instructions V	erbatim				
FLEXIBLE SETTING												
□ Y □ N	Individual	□ Y □ N	Small Group	□ Y Ū	⊒ N	Study	Carrel/ "Other" _		□Y□N	Out of So	hool (Ho	omebound only)
VISUAL/TACTILE AIDS												
□ Y □ N	Magnification	Equipment			□Y	□N	Templates, Ma	sks, Pointers, Ab	acus			
AUDITORY A	AIDS											
□ Y □ N	Amplification				□Y	_ N	Noise Buffer					
MULTIPLE TESTING SESSIONS												
□ Y □ N	□ Y □ N Must be completed within the school day											
FLEXIBLE S	CHEDULING											
□ Y □ N	Flexible Sche	duling of Sub	otests (within allot	tted time	e)			☐ Yes ☐ No	Flexible Tim	ne of Day		

Special Accommodations

Special Accommodations								
Accommodations		entation cation 504	Required Conditions for Accommodations	Notations				
A Extended Time	□ Yes □ No	□ Yes □ No	▶ IEP or 504 Plan documenting consistent use in classroom instruction and testing	Extended Time limits determined by IEP or 504 Team Flexible Setting required Flexible Scheduling required				
D Interpreter Signs/Cues Test	□ Yes □ No		♦ IEP documenting Hearing Impairment/Deafness and consistent use in classroom instruction and testing	Flexible Setting – Individual or Small Group required Extended Time considered Interpreter guidelines must be followed				
Student Reads into Audio Recorder: Plays Back Immediately to Self	□ Yes □ No	☐ Yes ☐ No	▶ IEP or 504 Plan documenting consistent use in classroom instruction and testing	Flexible Setting – Individual Flexible Scheduling considered Extended Time considered Special handling instructions				
J Scribe	□ Yes □ No	□ Yes □ No	▶ IEP or 504 Plan documenting consistent use in classroom instruction and testing	Flexible Setting – Individual Flexible Scheduling considered Extended Time considered Scribe guidelines must be followed				
I Assistive Technology	□ Yes □ No	☐ Yes ☐ No	▶ IEP or 504 Plan documenting consistent use in classroom instruction and testing ▶ Necessary for post-school success	Flexible Setting considered Flexible Scheduling considered Student familiarity with AT required See guidelines for return of Answer Documents				
K Unique Adaptive Accommodations	☐ Yes ☐ No	☐ Yes ☐ No	▶ IEP or 504 Plan documenting consistent use in classroom instruction and testing	DOE Approval Required per UAARF See guidelines				

Accommodations must be recorded on the student's answer document.

STUDENT READS ALOUD TO SELF

Requires Individual Setting

 \square Y \square N

TCAP COMPETENCY - ACCOMMODATIONS

(Addendum to the IEP or 504 Service Plan)

Student's Name (Check One) 🗖 1EP / 🗖 504 Plan Date//	Student's Name		Date	//
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Allowable Accommodations

LARGE PR	RINT OR BRAI	LLE							
□ Y □ N	Large Print	□Y□N	Readers (IE	P Only)	□Y□N	Br	raille (with or without audio)	□Y□N	Readers (IEP Only)
ORAL INS	TRUCTIONS I	DELIVERY							
OYON	Sign Oral Instr	ructions Verba	tim		□Y□N	Re	e-read/sign Oral Instructions Verbat	im	
FLEXIBLE	SETTING	SETTING							
OYON	Individual	□ Y □ N	Small Group	□ Y □ N	Study (Carre	el/ "Other"	□ Y □ N	Out of School (Homebound only)
VISUAL/TA	ACTILE AIDS								
☐ Y ☐ N Magnification Equipment				□Y□N	Te	emplates, Masks, Pointers, Abacus			
AUDITORY AIDS									
□ Y □ N Amplification					□Y□N	No	oise Buffer		
MULTIPLE TESTING SESSIONS									
OYON	Must be comp	oleted within th	ne school day						
FLEXIBLE	SCHEDULIN	G							
□ Y □ N	Flexible Sched	duling of Subte	ests (within the s	chool day)	□ Y □	N	Flexible Time of Day		
SCRIBE/RI	ECORDING A	NSWERS							
OYON	Student record	ds answers in	Test Booklet		Answe	rs Re	ecorded by Scribe		
□ Y □ N Student records answers on separate sheet of paper									
MARKING IN TEST BOOKLET									
OYON	□ Y □ N Student highlights/marks/works problems in test booklet								
STUDENT	READS ALOU	JD TO SELF	=						
	Requires Indiv	ridual Setting							

	Special A	Accommodations	
	Documentation Verification	Required Conditions for Accommodations	
Accommodations	IEP	Beginning in Fall 2004, the Competency Test will only be available for students with IEPs who entered high school prior to Fall 2001 who have exited with a Special Education Diploma or are currently enrolled	Notations
		Competency available until school year student reaches age of twenty-two (22)	
Read Aloud Internal Test Instructions/Items	□ Yes □ No	▶ IEP: May be used on both Language Arts and Mathematics consistent with subject area accommodations	Flexible Setting – Individual or Small Group required Flexible Scheduling considered Extended Time considered Instructions/Items must be read verbatim
C Prompting Upon Request	□ Yes □ No	▶ IEP: May be used on both Language Arts and Mathematics consistent with subject area accommodations	 Flexible Setting – Individual or Small Group required Flexible Scheduling considered Extended Time considered Instructions/Items must be read verbatim
D Interpreter Signs/Cues Test	□ Yes □ No	▶ IEP documenting Hearing Impairment/Deafness and consistent use in classroom instruction and testing	 Flexible Setting – Individual or Small Group required Extended Time considered Interpreter guidelines must be followed
Student Reads into Audio Recorder: Plays Back Immediately to Self	□ Yes □ No	▶ IEP documenting consistent use in classroom instruction and testing	 Flexible Setting – Individual Flexible Scheduling considered Extended Time considered Special handling instructions
F Calculator/Mathematics Tables: Items not measuring computation	□ Yes □ No	♦ IEP documenting consistent use in classroom instruction and testing	 Flexible Setting required Flexible Scheduling considered Memory cleared prior to/after test
G Calculator/Mathematics Tables: 100% Mathematics	□ Yes □ No	IEP documenting consistent use in classroom instruction and testing Documented use in 100% mathematics	 Flexible Setting required Flexible Scheduling considered Memory cleared prior to/after test
H Manipulatives	□ Yes □ No	▶ IEP documenting consistent use in mathematics classroom instruction and testing	 Flexible Setting considered Student familiarity with Manipulatives required Manipulatives provided by school
Assistive Technology	☐ Yes ☐ No	IEP documenting consistent use in classroom instruction and testing Necessary for post-school success	 Flexible Setting considered Flexible Scheduling considered Student familiarity with AT required
K Unique Adaptive Accommodations	☐ Yes ☐ No	♦ IEP documenting consistent use in classroom instruction and testing	DOE Approval Required per UAARFSee guidelines

TCAP END-OF-COURSE (EOC) AND GATEWAY – ACCOMMODATIONS (Addendum to the IEP or 504 Service Plan)

				(Adde	endum to t	ne IEP of 504 Service Plan)			
Stud	dent's Name				_ (Check	One) 🗖 IEP / 🗖 504 Plan	Da	ate/	
				Allo	wable	Accommodations			
LARGE P	RINT OR BRA	VILLE							
\square Y \square N	Large Print	□Y□N	Readers (IEP 0	Only)	□Y□N	Braille (with or without audio)	□Y□N	Readers (IEP Only)	
ORAL IN	RAL INSTRUCTIONS DELIVERY								
\square Y \square N	Sign Oral Instru	uctions Verba	tim		□ Y □ N	Re-read/sign Oral Instructions Verba	tim		
CALCUL	CALCULATOR/MATHEMATICS TABLES(Items not measuring computation)								
□ Y □ N See <i>Teacher Directions</i> for specified subsections									
FLEXIBL	E SETTING								
\square Y \square N	Individual	□ Y □ N	Small Group	OYO	N Study	Carrel/ "Other"	□Y□N	Out of School (Homebound only)	
VISUAL/1	VISUAL/TACTILE AIDS								
ΠΥΠΝ	Magnification E	Equipment			□ Y □ N	N Templates, Masks, Pointers, Abacus			
AUDITOR	RY AIDS								
ΠΥΠΝ	Amplification				□ Y □ N	Noise Buffer			
MULTIPL	E TESTING S	ESSIONS							
\square Y \square N	□ Y □ N Must be completed within the school day								
FLEXIBL	E SCHEDULII	NG							
□Y□N	Flexible Sched	uling of Subte	ests (within allotte	ed time)	ΟYΟ	N Flexible Time of Day			
SCRIBE/F	RECORDING A	ANSWERS							
□Y□N	Student record	s answers in	Test Booklet	□ Y □	N Answe	ers Recorded by Scribe			
	Student record	e anewere on	congrate cheet	of naner	•				

	Special Accommodations								
	Accommodations		entation cation 504	Required Conditions for Accommodations	Notations				
A	Extended Time: EOC Tests Only	□ Yes □ No	□ Yes □ No	Applies only to EOC Tests Gateway Tests are Untimed IEP or 504 Plan documenting consistent use in classroom instruction and testing	Extended Time limits determined by IEP or 504 Team Flexible Setting required Flexible Scheduling required				
В	Read Aloud Internal Test Instructions/Items	□ Yes □ No	□ Yes □ No	IEP: May be used on all tests consistent with subject area accommodations 504: May be used on tests not measuring reading/language arts and consistent with subject area accommodations	Flexible Setting – Individual or Small Group required Flexible Scheduling considered Extended Time considered Instructions/Items must be read verbatim				
C	Prompting Upon Request	□ Yes □ No	□ Yes □ No	IEP: May be used on all tests consistent with subject area accommodations 504: May be used on tests not measuring reading/language arts and consistent with subject area accommodations	Flexible Setting – Individual or Small Group required Flexible Scheduling considered Extended Time considered Instructions/Items must be read verbatim				
D	Interpreter Signs/Cues Test	□ Yes □ No		▶ IEP documenting Hearing Impairment/Deafness and consistent use in classroom instruction and testing	Flexible Setting – Individual or Small Group required Extended Time considered Interpreter guidelines must be followed				
Е	Student Reads into Audio Recorder: Plays Back Immediately to Self	□ Yes □ No	□ Yes □ No	▶ IEP or 504 Plan documenting consistent use in classroom instruction and testing	Flexible Setting – Individual Flexible Scheduling considered Extended Time considered Special handling instructions				
н	Manipulatives	□ Yes □ No	□ Yes □ No	▶ IEP or 504 Plan documenting consistent use in classroom instruction and testing	 Flexible Setting considered Student familiarity with Manipulatives required Manipulatives provided by school 				
1	Assistive Technology	□ Yes □ No	□ Yes □ No	▶ IEP or 504 Plan documenting consistent use in classroom instruction and testing ▶ Necessary for post-school success	Flexible Setting considered Flexible Scheduling considered Student familiarity with AT required				
K	Unique Adaptive Accommodations	☐ Yes ☐ No	☐ Yes ☐ No	▶ IEP or 504 Plan documenting consistent use in classroom instruction and testing	DOE Approval Required per UAARF See guidelines				

Accommodations must be recorded on the student's answer document.

MARKING IN TEST BOOKLET

STUDENT READS ALOUD TO SELF ☐ Y ☐ N Requires Individual Setting

□ Y □ N Student highlights/marks/works problems in test booklet

2004-2005 English Language Learner (ELL) Accommodations (Addendum to the IEP or 504 Service Plan for English language learners with disabilities*)

Acc	Accommodations Documentation Verification			TCAP	TCAP	TCAP End-of- Course (EOC) /	TCAP Writing	Required Conditions for
Acci	ommoudions	IEP	504	Achievement	Competency	TCAP Gateway	Assessment	Accommodations
Q	Extended Time ¹	□ Yes □ No	□ Yes □ No	Time and a half per subtest OR As determined by IEP / 504 Team	NOT APPLICABLE- Untimed	EOC – Time and a half per test Or As determined by IEP / 504 Team Gateway – NOT APPLICABLE – Untimed	Time and a half or as determined by the IEP Team	 ▶ ELL and ▶ Score as limited English proficient on IPT
R	Bilingual Dictionary	□ Yes □ No	□ Yes □ No	Not allowed for Language Arts, Reading, Spelling, Word Analysis and Vocabulary subtests	Not Allowed for Language Arts	Not Allowed for EOC English I and Gateway Language Arts	Not Allowed	 ▶ ELL and ▶ Score as limited English proficient on IPT
s	Read Aloud in English Internal Test Instructions	☐ Yes ☐ No	□ Yes □ No	All subtests	May read aloud or use Audio only or Audio with test booklet	All tests	All tests	▶ ELL and▶ Score as limited English proficient on IPT
т	Read Aloud in English Internal Test Items	□ Yes □ No	□ Yes □ No	IEP – All Subtests 504 – Not allowed for Language Arts, Reading, Spelling, Word Analysis and Vocabulary subtests	May read aloud or use Audio only or Audio with test booklet	IEP – All Subtests 504 – Not Allowed for EOC English I and Gateway Language Arts	All tests	 ▶ ELL and ▶ Score as limited English proficient on IPT

^{*}All students are eligible for Allowable Accommodations, as needed, on any TCAP Assessment. Special Accommodations are available for students with an IEP or 504 Service Plan.

Note: Questions regarding required conditions for use of ELL Accommodations should be directed to the TN ESL Coordinator at (615) 741-3262.

¹ If the student uses both ELL and Special Accommodations, Extended Time is determined by the IEP Team or 504 Review Committee.

UNIQUE ADAPTIVE ACCOMMODATION REQUEST FORM (UAARF)

- All requests made for Unique Adaptive Accommodations must have DOE approval prior to implementation on State assessments.
- Return form to the following address: Director of Assessment, Tennessee Department of Education, Division of Special Education, Andrew Johnson Tower, 5th Floor, 710 James Robertson Parkway, Nashville, TN 37243-0375.
- Each item of the UAARF must be completed before the State will review for Approval. Incomplete UAARFs will be returned to the LEA. All UAARFs must be received by the DOE no later than one month prior to the TCAP Assessment(s) to which they apply.

System Name:	System Numb	per:					
School Name:	School Numb	er:					
Student Name:	SSN:	Grade:					
Indicate the test(s)/subtest(s) on	which the accommodation would be	be used:					
Competency	☐ Math ☐ Language Arts						
End of Course	☐ Math Foundations II ☐ English I ☐	US History 🔲 Physical Science					
Gateway	☐ Math ☐ Language Arts ☐ Science						
Writing Assessment 5 th 3 th 11 th Achievement							
		•					
Special Accommodations currently do		<u></u>					
A	FO GO HO 10 JC	<u>1</u>					
Jnique Adaptive Accommodation(s) F	Requested:						
·							
·							
ure requested accommodations descri	imented on the student's IED or El	04 Plan2 TVos TNo					
are requested accommodations docu							
are requested accommodations used	consistently throughout classroom	m instruction and assessments? □Yes □No					
re requested accommodations need	led for student to access the gene	eral education curriculum? □Yes □No					
s the student proficient in the use of t	the requested accommodations?	□Yes □No					
low long has student been using the List individually for each accommodation requi		nis/her educational environment?					
Explain how accommodations are util	ized in student's educational envi	ronment. Attach additional page(s) if needed.					
all appropriate signatures are required coordinator should sign the UAARF as in		Special Education Supervisor or the System 504 04 Plan).					
arent/Guardian:							
lassroom Teacher(s):							
chool Principal:							
ignature System Special Education Sup	ervisor:	Phone Number:					
Signature System 504 Plan Coordinator: Phone Number:							
gnature System Testing Coordinator: Phone Number:							
		Phone Number:					
For Tennessee Department of Education		COMMENTS:					
Date received:	•						
	Request Granted? Tes Tho						
Division of Special Education:							